

TERMS OF REFERENCE

(January 2026 – December 2027)

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia’s identity and recognises, celebrates and pays respect to Elders past, present and future.

<p>Purpose & Scope</p>	<p>The purpose of the Multicultural Advisory Group (MAG) is to</p> <ul style="list-style-type: none"> • Act as a consultative and engagement platform that reflects community voices and responds to key issues, concerns, and priorities of Hume’s multicultural communities. • Initiate and collaborate on activities/ projects which meets the goals and objectives of the Multicultural Framework, the Social Justice Charter and the Council Plan.
<p>Objectives</p>	<p>The Multicultural Advisory Group (MAG) plays a strategic role in working with Council to:</p> <ul style="list-style-type: none"> • Build and maintain strong relationships between Council and Hume’s multicultural communities. • Support Council in identifying and removing barriers to equitable access to services, facilities, and programs. • Provide feedback and advice on Council policies, plans, and services relevant to multicultural communities. • Advocate to State and Federal Governments, where appropriate, on issues identified through the MAG that impact Hume’s multicultural communities. • Collaborate on activities and projects that contribute to improved outcomes for multicultural communities in Hume.
<p>Membership</p>	<p>MAG representatives should hold leadership roles within their organisations or have the authority to make key decisions related to the MAG.</p> <p>All MAG positions are voluntary.</p> <p>MAG membership will consist of up to 15 organisations (excluding Council). These may include:</p> <ul style="list-style-type: none"> • Community organisations and service providers delivering services and programs to multicultural communities in Hume • Associations representing multicultural communities. <p>Relevant Council departments may be invited to participate in the MAG as needed (not included in membership count).</p>
<p>Roles and Responsibilities</p>	<p>MAG members are expected to:</p> <ul style="list-style-type: none"> • Contribute to meeting agendas and actively participate in discussions. • Attend at least 60% of scheduled meetings (i.e. 3 out of 5 meetings annually). • Notify the meeting organiser in advance if unable to attend and arrange for a proxy to attend in their place. • Respond to requests for input or feedback on Council initiatives, policies, and reports, ensuring a cultural lens is applied.

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	<ul style="list-style-type: none"> • Collaborate to address issues and barriers affecting Hume’s multicultural communities. • Support Council’s engagement with multicultural communities by helping connect with relevant organisations, individuals, and networks. • Identify and lead opportunities for collaboration on activities and projects.
<p>Conduct of Members</p>	<p>Members are expected to act in a respectful and professional manner at all times. Specifically, members will:</p> <ul style="list-style-type: none"> • Behave with respect and openness by listening to others and ensuring all members have a voice. • Commit to making cultural safety a key priority. • Avoid improper use of their position or any information gained through their role and declare any conflicts of interest as appropriate. • Respect the confidentiality and sensitivity of information where required. • Not representing Council or speaking to the media about the group’s activities or discussions without prior permission. • Participate in an induction provided by Council and stay informed through updates shared as needed.
<p>Requirements for members (selection criteria)</p>	<p>MAG members should be able to demonstrate:</p> <ul style="list-style-type: none"> • Knowledge and understanding of the strengths, needs, and issues affecting multicultural communities - both locally and more broadly. • Ability and willingness to facilitate engagement with local multicultural communities and/or organisations. • Capacity to contribute to the strategic development of multicultural policies and initiatives at the local government level. • Demonstrate willingness and capacity to co-lead, collaborate, and actively engage in MAG activities and projects (<i>see working groups section below</i>). • Understanding of local government services and programs from multicultural community perspectives (desirable). <p>Council aims to ensure that MAG membership reflects the diversity of the Hume community.</p>
<p>Terms of Appointment</p>	<ul style="list-style-type: none"> • Appointment will be for a two-year term • The MAG will be reviewed with an Expression of Interest process every two years. • To ensure diversity of representation, targeted Expressions of Interest (EOIs) to recruit new members may take place to replenish membership.
<p>Working Groups</p>	<ul style="list-style-type: none"> • The MAG may establish Working Groups to address specific issues as they arise or to collaborate on events and activities. • Working Groups are time-limited and may include MAG members, as well as other relevant community organisations, service providers, and community groups. • MAG events and activities are covered under Hume City Council’s Public Liability Insurance.

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<p>Executive Support</p>	<p>The Team Leader Community Development will act as the Chairperson of the MAG. Responsibilities include:</p> <ul style="list-style-type: none"> • Establishing agendas and meeting topics/issues in consultation with members. • Guiding meetings according to the agenda and facilitating productive discussions within the scope of the MAG. • Ensuring members understand their roles and responsibilities within the MAG. <p>The Multicultural Community Development Officer will provide secretariat support to the MAG. Responsibilities include:</p> <ul style="list-style-type: none"> • Acting as the key contact for all members. • Preparing agendas, recording meeting minutes, following up on action items, and reporting back to the group.
<p>Raising Concerns and Dispute Resolution</p>	<p>Disputes Between Members (on matters related to the Multicultural Advisory Group)</p> <ul style="list-style-type: none"> • In the first instance, those involved should attempt to resolve the matter directly with the other party if they feel comfortable and safe to do so. • If the matter is resolved at this stage, Council should be informed in writing, outlining the issue and the resolution. • If the matter remains unresolved, members should contact Council directly for assistance in addressing the concern or dispute. <p>Disputes Involving Council and Members (or Between Members Requiring Mediation)</p> <ul style="list-style-type: none"> • As a first step, those involved should attempt to resolve the matter directly with the other party if they feel comfortable and safe to do so. • If the matter is resolved, Council will document the issue and the agreed resolution. • If the dispute remains unresolved, the parties involved may seek mediation alternatives such as the Dispute Settlement Centre Victoria Council to help resolve the issue.
<p>Meeting Dates and Times</p>	<ul style="list-style-type: none"> • The MAG will meet every two months, typically during the 4th week or last week of the month, from 10am to 11.30am. • Meetings will alternate between Tuesdays and Wednesdays. • Meetings are held in person. <p>2026 Meeting Dates</p> <ul style="list-style-type: none"> • Tuesday 24 March • Wednesday 27 May • Tuesday 28 July • Wednesday 7 October (<i>shifted from September to accommodate school holidays</i>) • Tuesday 24 November